

Application No. _____

FY 2004 EDUCATION AWARD APPLICATION
(Please Type)

I. General Information:

Name:

Job Title:

Series/Grade:

Full Performance Level of Position:

District/Division:

Branch/Section:

Signatures:

Signature of Applicant

Date

Signature of Applicant's Supervisor

Date

Printed Name and Title of Applicant's Supervisor

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II. Course(s) requested:

Name of Institution	Course Title and Number*	Quarter/ Semester Hours	Day/ Evening Class	Start and End Dates	Approximate Cost**

* Note type of training (e.g., correspondence course) if other than a classroom course.

** Show cost of tuition, books, and supplies. Estimate as best as possible if specific information is not available.

If complete course information is not available at the time this application is filled out, please give general course descriptions.

Have you previously received an award under this program?

_____ Yes _____ No

If your answer to the above question was yes, please indicate the amount of the award, the date it was awarded, the courses it was awarded for, when the courses were completed, and the grade received *if grades were given):

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III. Career Goals

A. Clearly define your short-term career goals (1-3 years).

B. Clearly define your long-term goals (3-10 years).

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IV. Evaluation Criteria

Address the following evaluation criteria in the order presented:

- A. Elaborate on how the requested courses will help you achieve your career goals and benefit the BLM.
- B. Demonstrated initiative for self-development (i.e., community involvement, volunteer work, etc).
- C. Demonstrated ability to effectively communicate both orally and in writing.